



**To:** Dr. Charles Johns  
Board of Education

**From:** Dr. R.J. Gravel

**Date:** Monday, March 13, 2023

**Re:** Overnight Trip for Glenbrook South Students to Participate in the FCCLA State Competition in Springfield, Illinois

**Recommendation**

It is recommended that the Board of Education approve an overnight trip for Glenbrook South students to participate in the FCCLA state competition from Tuesday, April 13, 2023, through Saturday, April 15, 2023, in Springfield, Illinois.

**Background**

Board Policy 7230 authorizes student trips that offer valuable experiences for students outside the school district's boundaries. The policy was recently revised in February 2022 to define conditions and parameters based on the type of trip and the consideration process for all requests. The principal first approves all day and overnight trips, and any trip requiring an overnight stay must also be approved by the superintendent and the Board of Education.

Before being presented to the Board for consideration, the Associate Principal for Administrative Services works with the Business Services department to ensure that each trip proposal adheres to all conditions and parameters defined in Board Policy. This includes, but is not limited to:

- Classification of the trip;
- Determination of the approval process;
- Determination of financial responsibility and the process for collecting fees (if applicable);
- Travel insurance coverage (if applicable);
- Collection of a permission slip and verification of accident and health insurance coverage (if applicable);
- Lodging, meals, and transportation arrangements; and
- Registration requirements.

FCCLA (Family, Career, and Community Leaders of America) is an organization for students in Family and Consumer Sciences education in public and private schools through grade 12. It also serves its teachers as chapter FCCLA advisors and is recognized as a non-profit national Career and Technical Student Organization (CTSO), connecting classrooms to careers. Once again this year, 13 Glenbrook South FCCLA student members have qualified and earned the right to advance and compete at the State FCCLA Leadership Competition in Springfield, IL, after competing in sectionals at Harper College on February 17, 2023.

A detailed overview of the trip is provided in the attached materials.

Additionally, a summary of the trip's conditions and parameters is provided in Table 1.

**Table 1**  
***Summary of Trip Conditions and Parameters***

Condition or Parameter	Summary
Number of Staff	4
Number of Students (estimate)	13
Trip Category	Other Trip: Illinois state contest for which students have qualified through competition or audition.
Classification of Trip	Overnight Trip
Approval of Trip	Principal, Superintendent, and Board of Education
Trip Insurance	Not Required
Verification of Accident and Health Insurance Coverage	Required
Source of Trip Funding	Illinois State Contests: The Board of Education will cover 100% of transportation, lodging, and registration expenses.  Students will cover 100% of meal expenses.
Fee Collection Method	N/A
Amount Paid by Each Student	\$0.00
Remaining Trip Costs Paid by District	\$8,226.26